INDIANA UNIVERSITY

Memorandum

To: Academic Deans, Chairs, and Directors

From: Eliza K. Pavalko, Vice Provost
Office of the Vice Provost for Faculty and Academic Affairs

Date: September 6, 2017

Subject: Remote Skype Sessions of Test of English Proficiency for International AI Candidates (TEPAIC) for Graduate Admissions

Remote Skype TEPAIC Sessions

The Skype remote TEPAIC sessions are offered as a courtesy by the Department of Second Language Studies to assist academic units with international applicants who have already been vetted by the department and where an offer of admission and funding as an Associate Instructor is planned. They may begin as early as two weeks after the end of each Spring semester. Departments and academic units may contact the TEPAIC office with applicants who have been well vetted and have passed through the first stages of the unit's admission process in order to schedule the remote TEPAIC sessions. The unit should provide a <u>concise</u> list of applicants which it would like to offer Associate Instructor funding for the student's first year of admission.

For a Skype TEPAIC session, the requesting department will provide computer equipment, room and internet access as well as one or no more than two faculty member for the interviews. This faculty member will be present to assist with technology, be a liaison from the department and to, if requested by the raters, ask content related questions for the interview. For the exam it is required that the TEPAIC raters have the floor for the duration of the interview which is approximately 15 - 20 minutes.

The balance of this memo describes the significant elements of the requirements, scheduling and implementation protocols for using the remote Skype TEPAIC service. For any further questions, please contact TEPAIC (tepaic@indiana.edu).

Requirements for Skype TEPAIC applicants

All of the standard requirements for the TEPAIC exam are in place for the Skype sessions. Regardless of an applicant's TOEFL being waived for admission by an academic unit, all applicants for remote Skype TEPAIC sessions <u>must</u> have a TOEFL score no older than 2 years which also meets the requirements of the exam. The score should be included on the list of applicants sent to the TEPAIC office. See the TEPAIC website for these requirements: https://dsls.indiana.edu/programs/tepaic.html.

Scheduling for Remote Skype TEPAIC sessions

Skype TEPAIC sessions begin two weeks after the beginning of the Spring semester and are available until the end of the Spring semester. Starting November 1st, the requesting department should contact the TEPAIC office at tepaic@indiana.edu to request what times might be available or best for the interviews and which are not booked by other departments. The TEPAIC office works with a pool of qualified TEPAIC raters who have shown availability to attend scheduled time blocks. As the raters are compensated, but volunteer their time as available, it is possible the time block requested by an academic unit cannot be staffed with raters. In this case, the TEPAIC Coordinator will work with the Department to reschedule the interviews. Based on the size of the session being submitted, Academic units must allow 2 to 3 weeks for scheduling.

The following guidelines are helpful to know in advance when working with the TEPAIC Office to reserve a time:

- Each interview should be scheduled with enough time for the raters to gather the information necessary. The minimum is 20 minutes for each applicant or 3 interviews an hour. Any interviews scheduled with a time block of 20 minutes or less will not be allowed.
- Morning hours begin at 8:00 AM and evening hours for interviews should finish by 9:30 PM. Example time blocks are 10AM – 12 PM, 4PM – 6PM, and 6PM – 9 PM.
- For blocks of interviews 2 hours or more in length, the department will schedule for the raters to have a small break of 5 – 10 minutes.
- Interviews should be scheduled sequentially with no extended time spans between applicants except for the break time mentioned above.
- Interview groups should be no smaller than three applicants or one hour. (We understand that smaller groups sometimes occur but departments should always work to combine their students together into a single session if possible.)
- Interviews are typically more successful in the evening as TEPAIC raters are also students and/or instructors and their mornings are very full.
- Interviews scheduled for Friday evening after 4 PM are typically not picked up by the raters and will, typically, not be scheduled.
- All scheduling arrangements with candidates for their Skype interviews are handled by the department and not the TEPAIC office.
- Skype TEPAIC sessions will be limited after the end of the Spring session in May.

The TEPAIC office will work with the raters and the requesting departments to get Skype interview times confirmed and will notify the departments of any issues. The TEPAIC Office will also send a confirmation email once they have confirmed that raters will be available.

After receiving this final scheduling confirmation the requesting department should email the location of the session, a list of all applicants including their TOEFL scores and date of testing, and the times of the interviews to tepaic@indiana.edu. This list should be received as soon as it is completed and no later than three days before the interview sessions begin. If the TEPAIC Coordinator notes any students that do not match the stated requirements then the department will be asked to pull that student from the testing.

If the academic unit does not follow these guidelines when scheduling the TEPAIC Coordinator may determine the session needs to rescheduled to another date with a better schedule and which better follows the above guidelines.

The Skype TEPAIC Interview

All students taking part in a Skype TEPAIC <u>must</u> present a picture ID, preferably a passport, at the beginning of the Skype session. In addition, the student is encouraged to send a high quality photo of themselves to their admitting department prior to the session. The TEPAIC office relies on the departments to handle the process to insure proper student identity. It is also very important these interviews be for Skype TEPAIC only and not part of a longer admission interview process.

The raters will work with the scheduled applicants via Skype and then move on to the next student scheduled. This will be 15 – 20 minute interviews with each applicant, during which the trained raters will ascertain the applicant's score. During this 15 – 20 minutes, the raters will have the floor for the interview and attending faculty may be asked to clarify content related questions. The TEPAIC interview process stands alone and should not be included as any other part of the unit's interviewing or admission process. Once the session is completed, the raters will report to the TEPAIC Coordinator and the applicant's scores will be reported to the department within 24-48 hours. The TEPAIC office will also communicate these scores to the Office of International Services as part of a monthly memo.

Due to concerns from past admission periods, we ask that faculty and staff do not pressure the raters for scores or for more information, nor should attending faculty harass or query raters at the time of the interviews about a rating given. Any such behavior reported by the raters to the TEPAIC Coordinator will, in turn, be reported to the Office of the Vice Provost for Faculty and Academic Affairs.

Appeal Exam

Due to the nature of the remote Skype process, the Appeal exam which is normally available in regular face-to-face TEPAIC sessions on campus is not available for the remote Skype sessions.